

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
April 24, 2023

PRESENT: Gary Daniels, Chairman Lincoln Daley, Town Administrator Excused
Chris Labonte, Vice Chairman Tina Philbrick, Executive Assistant
Paul Dargie, Member Andy Kouropoulos, Videographer
Tim Finan, Member
Dave Freel, Member

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS:

Chairman Daniels called the meeting to order at 5:30 p.m., introduced Board members, and then led the audience in the Pledge of Allegiance.

2. APPOINTMENTS – (Approximate times)

5:30 p.m. – Fire Truck Update – Fire Chief, Ken Flaherty

Chief Flaherty presented a purchase agreement from Minuteman Fire and Rescue Apparatus, LLC. (DBA Allegiance Fire & Rescue) (“Dealer”), and Town of Milford a NH Municipality (“Customer”) to the Board for one (1) Pierce ® Saber FR 1500 GPM Waterous Pumper, Medium, Aluminum, 2nd Gen for \$749097.00. They are \$6,000 under warrant.

Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information./0.Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible.

We need to take delivery prior to January 1, 2026 or it will be over \$120,000 price increase due to a new emissions motor being implemented.

Selectman Labonte asked when do we start paying for it. Chief Flaherty said when we take delivery. Selectman Labonte asked about the trade ins. Chief Flaherty said it’s up to the Board. He gave options of what they can do with the other vehicles as far as donations or sealed bids.

Selectman Freel made a motion to allow Chief Flaherty to enter into a purchase agreement for \$749,097 with Allegiance Fire & Rescue. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

At this time Chairman Daniels brought forth two Traffic Safety Concerns:

Ms. Jane Tessier of 91 Wallingford Road has concerns with speeding and motorists not stopping at the stop signs at the Wallingford Road and Kendrick Lane intersection. This was previously sent to the Traffic Safety Committee in 2015 and she would like it re-visited.

Ms. Cevasco would like a speed limit sign posted in the Badger Hill Estates area. There is some concern about what the speed limit is and should be.

Selectman Dargie made a motion to send both traffic concerns to the Traffic Safety Committee. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.

5:45 p.m. – Appointment of John Yule to the Nashua Regional Planning Commission (NRPC) – Term Expires 2025

The Planning Board is recommending that John Yule serve our community as a Commissioner on the Nashua Regional Planning Commission (NRPC). Per RSA 36:45-53, Milford is allowed three commissioners to the regional planning commission. Mr. Yule currently serves on a variety of municipal and school committees and commissions. Given his extensive professional and volunteer experience, he is very knowledgeable about the purpose of the commission and would be an asset in representing our community at this regional organization.

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Scott Kimball, a Milford resident, is opposed to John Yule being appointed to this position. Chairman Daniels said we will go into non-public under reputation to discuss Mr. Kimball's concern about Mr. Yule.

Selectman Freel made a motion to go into non-public under NH (RSA 91-A:3, II (c))- Reputation at 5:40. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

Selectman Freel made a motion to come out of non-public at 6:02. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

In non-public the Board discussed one issue and made no decisions. Selectman Labonte questioned sealing the minutes because it was a vague discussion. Selectmen Dargie said it depends on how the minutes are written. Selectmen Finan said we haven't seen the minutes and they could potentially do harm. They can be unsealed when we approve them after they are written.

Selectman Dargie made a motion to seal the minutes under NH (RSA 91-A:3, II (c))- Reputation, because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

Janet Langdell, Planning Board Vice Chair member, said she is impressed with John's professional experience as a surveyor and working with developers. He's on many other committees and has volunteered in Milford for many years. Chris Costantino, NRPC and Conservation member, welcomes John's work experience is what is needed to represent Milford.

John Yule feels that his background gives him knowledge and incite to represent the Town on this committee.

Selectman Dargie made a motion to appoint John Yule to the Nashua Regional Planning Commission (NRPC) with a term expiring in March 2025. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

5:50 p.m. - Elderly Exemption or Tax Credit for Approval (31) including (9) New – Assessing Director, Marti Noel

Ms. Noel reviewed all elderly applications and recommends that the Board of Selectman approve the attached list of applicants for Elderly Exemption for the tax year 2023.

Selectman Labonte asked what makes that amount varied. Ms. Noel explained that it goes by age. Selectman Finan asked how this is planned for. Ms. Noel said there is no budget line item. It's in the tax rate calculation. It's in the MS1 that she brings to the Board in the Fall. It doesn't change much.

Selectman Labonte made a motion to approve the Elderly Exemptions or Tax Credits as presented. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

6:05 p.m. - Standard Veterans Tax Credits (21), All Veteran's Tax Credit - (1), Tax Credit for Total Service-Connected Disability (3), and Change of Status for Spouse for Veteran's Tax Credit (6) – Assessing Director, Marti Noel

Selectman Dargie made a motion to recommend 21 Standard Veterans Credits, the all-Veterans Credit, 3 Tax Credit for Total Service-Connected Disability and 6 Change of Status for Spouse eligible for the Veteran's Credit after Death of Veteran as presented. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

6:20 p.m. - Audit Review – Jarad Vartanian, Vachon and Clukay and Finance Director, Paul Calabria (VERBAL)

Mr. Vartanian explained the process that is involved in the audit review. This audit is for 2021 and 2022 is scheduled for the Fall. Some minor adjustments were made. ARPA funding was not recorded as revenue, it's a liability until it's spent. We didn't spend it all at the end of 2021. They didn't have any management recommendations which means that controls are operating effectively in Town.

Selectman Dargie asked about future benefits and retirement benefits. Mr. Calabria said he just completed the final paperwork for 2022 and it will be available the next audit. They are also not going up on their fees.

Mr. Vartanian said the town received the best rating overall. He reviewed some of the increases and decreases. Milford has \$4.7 million unassigned which is about 9% of gross appropriation. NH GFOA and the DRA recommend 8% to 17%. There are new standards coming up on leases which will now be called a finance purchase obligation which is closer to a note payable than to an actual lease. There will be no bottom-line impact.

Selectman Labonte asked why we are doing the 2021 audit in 2023. Mr. Calabria said we are not doing it in 2023, it was released in 2023. The field work was started last July and completed in September. Information from that is used to set the tax rate in October. Selectman Labonte mentioned that in a recent training he attended where they stated that the annual audit should be done sometime in April of the year following the year your being audited. Mr. Calabria said that Mr. Vartanian mentioned that we are 4 months ahead of schedule last year and hopefully we get our auditors in next May or June as opposed to the July that they are scheduled for this year. Prior to Mr. Calabria's arrival 4 years ago, we were behind by 2 audits. We are now getting back on track. The information completed in the audit gets loaded up into the portal which is what we need to set the tax rate. The state gets this information. Mr. Vartanian said very few if any towns are getting their full audit report done by April. The April 5th deadline is actually for the 535 reports. The state is aware that no one is getting their reports done by April 1st and even if they do, the state doesn't look at those reports until August or September.

Mr. Calabria gave a shout out to the Finance Team, Tax Collector, Department Heads, Trustees and others that put a lot of time into gathering information for the audit.

3. PUBLIC COMMENTS (regarding items that are not on the agenda) There were no comments at this time.

4. DECISIONS

a. CONSENT CALENDAR

1. Approval of Investment Policy Review and Re-Adoption, and Treasurer's Delegation
2. Approval of Report of Appropriations Actually Voted MS-232
3. Approval of Notice of Intent to Excavate, Map 50 Lot 4-4 and Map 42 Lot 1
4. Approval of Report of Wood or Timber Cut Map 1 Lot 10
5. Approval of Intent to Cut Wood or Timber, Map 51 Lot 1
6. Approval of Report of Excavated Material Map 50-4 Lot 4 and Map 42 Lot 1
7. Approval to Display Pride Flags on the Pillsbury bandstand from the evening of Friday, June 2nd until the evening of Sunday, June 4th.

Selectman Dargie made a motion to approve the consent calendar. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

b. OTHER DECISIONS

1. Request for Update to the Board of Selectmen's Representatives Listing 2023 – 2024 Boards, Commissions, etc. (Draft Listing)

At the last meeting, Selectman Finan realized that he over extended himself for the number of meetings that he signed up for. He is asking that one of the other Selectman step up and take zoning.

Selectman Freel doesn't understand why a Board member needs to be on Zoning or any other committee that they are not a voting member. He feels that the committee chairs should be updating the Board quarterly and Departments should be updating the Board on their activities as well.

Selectman Finan agrees. Department Heads updated the Board in the past. There is some value at having a Board member attend a committee meeting. There was additional discussion about having a Board member on each of the committees as either a Liaison or voting member. There was mention of having a committee/commission night and have the Chairs or a member update the Board on what's going on.

Chairman Daniels said he looked at the website and minutes and agendas are not up to date. Tina Philbrick, Executive Assistant, said she has already started scheduling Department Heads to come to Board meetings starting in May until August. There will be two departmental updates schedule at each meeting. She can start scheduling committees after the summer.

Selectman Dargie feels it's valuable to have a Selectman at committee meetings. Selectman Freel said he would cover Zoning for Selectmen Finan.

Ms. Philbrick said if the Board had specific questions, they want answers for, they should be providing those questions to the Department Heads prior to them attending a meeting. Chairman Daniels agreed. There was additional discussion about being on multiple boards.

5. TOWN STATUS REPORT –

1. Downtown Improvement Update -

The Board of Selectmen held a public work session on April 19th to discuss the various elements of the proposed conceptual designs for the Milford Oval and along Nashua Street. The main focus was improvements to the Milford Oval. Potential inclusion and redevelopment of the Wadleigh Library parking lot within the project scope was discussed. Additional information is needed to determine if the Library parking lot can be included. Town Staff and the engineering consultant, VHB anticipate coming before the Board on May 8th to provide the updated conceptual designs with revised cost estimates along with a legal opinion for the Library property.

2. Goals & Objectives – Town Administrator

The Town Administrator will be presenting his annual Goals & Objectives to the Board at the May 8th Board of Selectmen's meeting for discussion and review.

3. Town Hall Hours of Operation

Beginning May 1, 2023, the Town Hall will begin the modified hours of operation. The new hours of operation will be Monday – Thursday 8:00 am to 5:30 pm and Friday 8:00 am to 12:00 pm.

The Town Clerk's Office hours of operation are 7:30 to 5:30 Monday, Wednesday and Thursday. Tuesday 7:30 am to 6:30 pm, and closed on Fridays.

6. DISCUSSIONS

1. Review of Selectmen Rules of Procedure

Chairman Daniels said this should be updated annually.

Chairman Daniels brought up Rule 12. Meetings of the Board of Selectman, page 7 & 8 – are Board members going to be voting members or just Liaison's? He asked that the Board research their committees to get a better handle on what the Boards duties are.

Selectman Dargie suggest adding an Appendix B of all the committees, commissions and boards to the Selectmen's Rules of Procedures and include the RSA that they are a voting member or not.

Chairman Daniels brought up Rule 9. Order of Business (BOS Agenda) page 5. Under 3. Public Comments, remove the words **(regarding items that are not on the agenda)**.

There was additional discussion about moving other items but no decisions were made.

The Board made a decision to swap the order of 7. Public Comments and 8. Selectmen's Reports/Discussion in their Rules of Procedures.

There were no other changes at this time.

2. Selectmen's Goals & Objectives

Chairman Daniels asked the Board to work on their goals and objectives. Selectman Labonte asked if the website could be updated because there is a lot of outdated information on it.

Ms. Philbrick said that Chris Gentry is working on updating the website, he's only one person so it takes time. Chairman Daniels said they are also trying to do training with committee/commission members so that they can add their own notices, minutes and agendas so it doesn't all fall on Chris. We can set a goal to have this in place throughout the year. There was additional discussion about the website.

Ms. Philbrick said that all departments had training on the web site so that they can be responsible for putting their own information on the site and remove information. This includes departments that have a committee or commission under them. They should be doing their own stuff and not relying on one person to do all the work on the website.

There was discussion about getting a part-time person to put additional information on the web site. Selectman Finan said all departments that have a committee/commission under them should be posting information for those committees and commissions.

Chris Gentry, Community Media, said he's working on updating the website. He has been putting as much as he can on the website and Ms. Philbrick helps out a lot. He held training for employees in the departments and is currently trying to get employees up to speed on the web site. Our emergency management departments are all up to speed. If people keep up with the website, it should be okay.

7. PUBLIC COMMENTS There were no comments at this time.

8. SELECTMEN'S REPORTS/DISCUSSIONS

a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES

- Selectman Finan said Recreation hosted coffee with the Chiefs. Recreation is fully staffed at the pool this summer.
- Selectman Labonte said the Steering Committee hosted two meetings that were well attended.
- Chairman Daniels reached out to the school to let them know when the Town's joint BAC/BOS meeting was in November and requested that the school chose a different date so that people could go to both meetings.

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- Selectman Labonte recommends that CIP start earlier this year.
- Captain Frye presented crash data for the downtown area over the last 10 years. There were 136 accidents in the downtown oval area consisting of 7 streets. This report was generated to determine the safety of the Oval.

b) OTHER ITEMS (not on the agenda)

9. APPROVAL OF FINAL MINUTES – April 10, 2023

Selectman Dargie moved to approve the minutes of April 10, 2023, as amended. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

a. N/A

11. NOTICES. Notices were read.

12. NON-PUBLIC SESSION – N/A

13. ADJOURNMENT: Selectman Freel moved to adjourn at 8:04. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.

Gary Daniels, Chairman

Tim Finan, Member

Chris Labonte, Vice-Chairman

Dave Freel, Member

Paul Dargie, Member